SIS 2000+ Training Manual

Academic History

Academic History Reports

Purpose

The Academic History Module includes two reports: Transcript and GPA/Rank Report.

The Transcript Report has two uses. If a child leaves one school and goes to another, their transcripts can be sent to the new school. The new school will use the transcript to see the student's grades and review which classes the student as completed. The Transcript Report may also be sent to colleges which are generally interested in the GPA's of incoming students.

The GPA Rank Report provides a list of students and their GPA's. If rank was calculated in the Calculate GPA application, the students will be ranked by grade level.

Training Objectives

Printing Transcripts
Listing GPA's and student rank

Accessing Academic History Reports

From the Main Menu click the **Academic History** button.
Click **Reports** and select the appropriate report.

Transcript Report

'Options' Screen

Transcript Report 'Options' Screen

Transcript Type -
Select Official or Unofficial

Transcript Generation -
Selected - generate transcripts for selected students
**Requested - generate requested transcripts**

Grade Range -
Select the grade or range of grades for which you want to print transcripts

Optional Selections to Include on Transcript -
Select from the following options:
      ?? School Enrollment History
      ?? Graduation Credit Requirements
      ?? Standardized Test Scores
      ?? School Fax #
      ?? Student SSN
      ?? Student's Ethnicity
      ?? Mailing Address if different than Home Address

Reset -
Click Reset to set default information

'Select' Screen
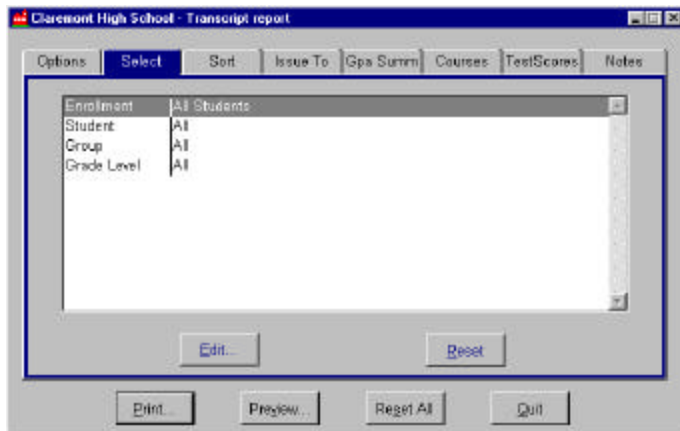
Transcript Report 'Select' Screen

To perform the following functions, highlight one of the four selections and click **Edit** (or double click on the selection). You will then be able to "filter" or limit the information that will show up on the transcript.

Enrollment
Select:
- Active Students
- This Year's Students
- Future Students
- Inactive Students
- All Students

Student
To select a student, enter the ID number, Last or First Name, then click Find.
To select a number of students click Find, leaving the "Find Student" Screen blank. A selection screen will appear. Highlight the "Not Selected" students and arrow them over to the "Selected" field.
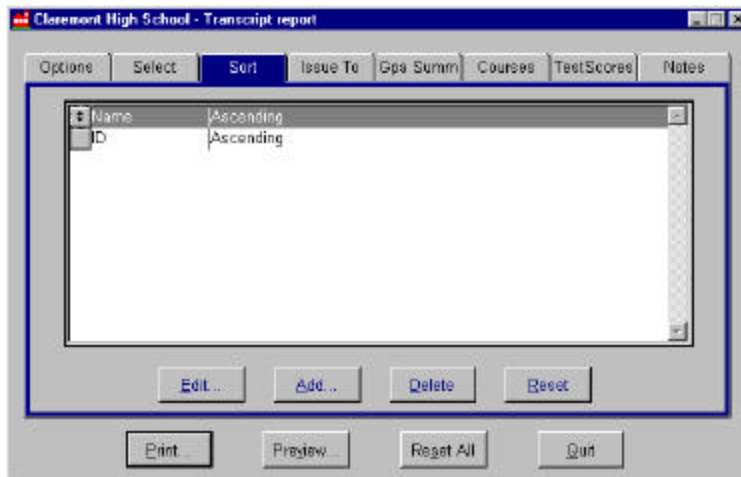
Group
Select the Student group for which you wish to print Transcripts.

Grade Level
Select the desired grade level.

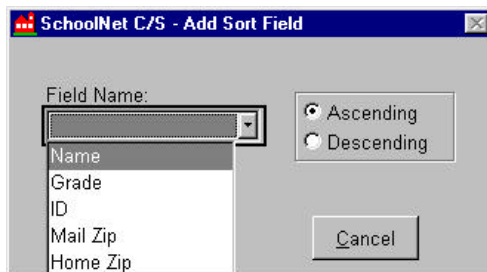## *'Sort' Screen*

Transcript Report 'Sort' Screen

Sort

The Student Transcripts can be sorted Ascending or Descending by Name, ID, Grade, Home Zip, or Mailing Zip. If these choices are not available, click the Add button to add them to the selections:

'Issue To' Screen

Transcript Screen 'Issue To' Screen

Select the school or person to whom this Transcript will be issued.

Custom
Fill in a custom address if the Transcript is not going to be sent to a school, student, or guardian.

School
If the School button is selected, the Address field will become disabled.

Student
If the Student button is selected, the Address field will become disabled. SIS 2000+ recognizes the student's Home Address from the demographic information in the Student Editor application.

Guardian
If the Guardian button is selected, the Address field will become disabled.   SIS 2000+ recognizes the guardian's Home Address from the student's contact demographic information in the Student Editor application.

'GPA Summ' Screen

Transcript Report 'GPA Summ' Screen

Select the GPA Types to be included in the GPA Summary.

'Courses' Screen

Transcript Report 'Courses' Screen

Group Course Data By -
Term - The student's classes and grades will be grouped by term
Subject - The student's classes will be grouped by subject

Included Course Info -
Course Id
Subject

Designate flag1 courses with   [*]
Courses marked with * are college prep. These courses are flagged in the Master Schedule.

Designate flag2 courses with [+]
Courses marked with + are joint enrollment courses. These courses are flagged in the Master Schedule.

Include course group gpa/credit summary line
If this box is checked, the transcript will show a summary of the gpa and the credits awarded for each course group. When you select this box, the **Calculated GPA Type** field will become enabled. Use the drop-down box to make a selection.

Include course group cumulative gpa/credit summary line
If this box is checked, the transcript will show a cumulative summary of the gpa and credits awarded. When you select this box, the **Calculated GPA Type** field will become enabled. Use the drop-down box to make a selection.

Select Marks to be Reported
This refers to the type of marks that will be reported. (i.e. Academic, Conduct) The mark types will depend on the codes that have been set in your Mark Type Codes in the Table Editor.

'Test Scores' Screen

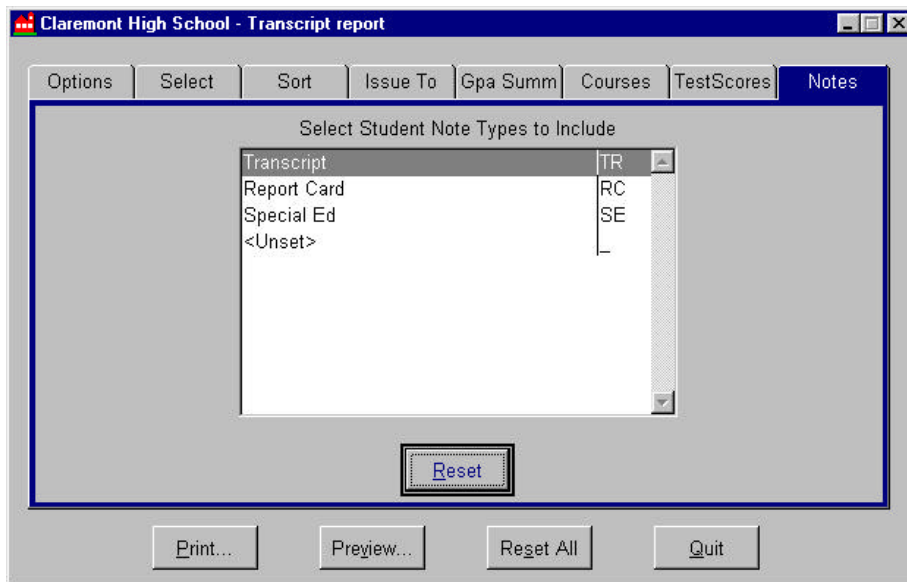*Transcript Report 'Test Scores' Screen*

Select Tests to Include
Select any tests you wish to include in the transcript.

Select Scores to Report
Select the test score types that you want to report in the transcript.

'Notes' Screen

Transcript Report 'Notes' Screen

Select Student Note Types to Include
Toward the bottom of the transcript is a box titled Student Notes. This box will reflect the above choices.

Preview & Print

Click **Preview** to view the transcripts before printing them. The cover page summarizes the options you previously chose. To view each of the transcripts, click on the door icon.   When you exit, an information screen will appear asking whether or not you wish to print the transcripts.

GPA/Rank Report

'Options' Screen

Academic History 'GPA/Rank Report'

Title
Enter a title for the report.

Track
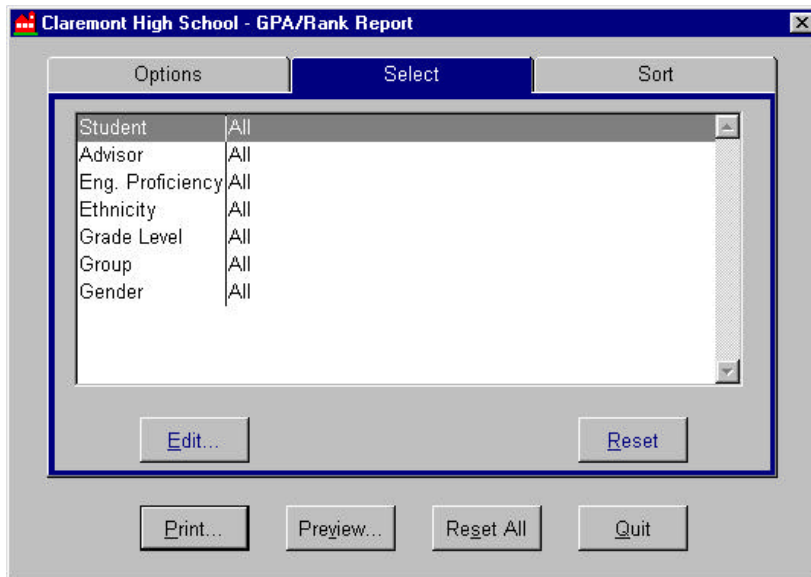Select the proper track for reporting.

School Year
Type the school year.
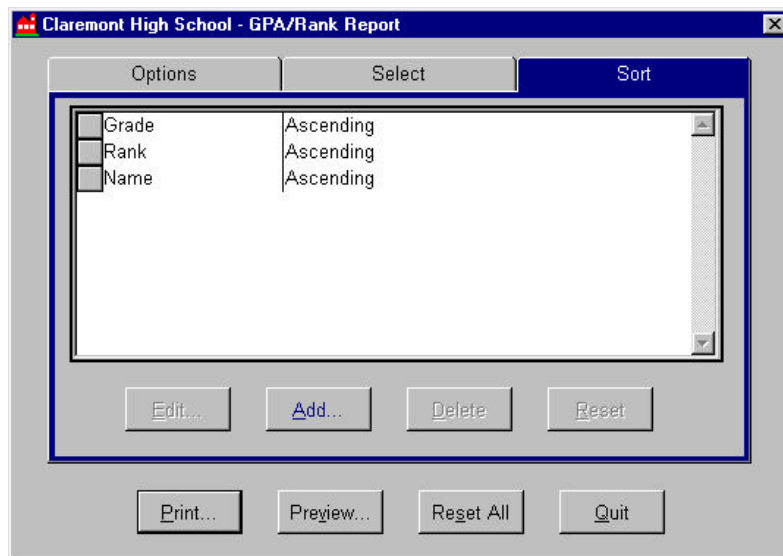
Term
Select the proper term.

GPA Type
Select the GPA Type.

'Select' Screen

To perform the following functions, highlight one of the selections and click **Edit** (or double click on the selection). You will then be able to "filter" or limit the information that will show up on the GPA/Rank Report.

'Sort' Screen

GPA/Rank Report 'Sort' Screen

The GPA/Rank Report can be sorted Ascending or Descending by Grade, Rank, Advisor, GPA, or Name. If these choices are not available, click the Add button to add them to the selections.

Click **Preview** to view the report.